



August 29, 2014

To: Executive Board

Subject: **Executive Board Computer Policy**

Recommendation

Adopt the revised Executive Board Computer Policy (**Attachment A**).

Analysis

At its January 24, 1997 meeting, the Executive Board directed staff to develop a computer policy for Board Members. At its March 28, 1997 meeting the Executive Board approved the policy. In the intervening years, many technology advances have taken place and an update to the policy is now needed.

The attached policy has been drafted in accordance with applicable state statutes and with the review of legal counsel.

Budget Impact

Required funding is included in the approved FY14/15 Business Plan.

Sincerely,

A handwritten signature in blue ink, appearing to read "Donald Luey".

Donald Luey
Director of Information Technology

A handwritten signature in blue ink, appearing to read "Doran J. Barnes".
Doran J. Barnes
Executive Director



Foothill Transit

Executive Board Computer Policy Effective August 29, 2014

General Policy:

Members of the Executive Board do much of their Foothill Transit-related work at home, and as such this policy has been enacted to provide them with a tool to enhance the performance of their Foothill Transit-related duties

Provisions:

1. **Computer Equipment** - Foothill will provide Executive Board Members with either an iPad or laptop computer. Laptop computers shall have the same capabilities as those issued to Department Directors. The specifications will also include equipment to ensure printing and faxing capabilities. System specifications will be established by the Foothill Transit Director of Information Technology and approved by the Executive Director. All supplied equipment is the property of Foothill Transit and shall be accounted for in accordance with Foothill Transit's Accounting Policies and Procedures.
2. **Communications Access** – Foothill Transit shall cover the monthly cost for data access via cellular communication network. Board members are encouraged to use WiFi networks when available.
3. **Return or Reimbursement Agreement** - Each Board Member provided with equipment in accordance with this policy shall enter into a "Return or Reimbursement Agreement" with Foothill Transit (Attachment A-1).
4. **Depreciation Schedule** - Computer equipment provided in accordance with this policy shall be depreciated in equal amounts each year over a period of three years from its date of purchase (Attachment A-2).
5. **Upgrades to Foothill Transit-owned Equipment** - No personal upgrades or modifications are to be made to Foothill Transit-owned equipment provided pursuant to this policy. The Director of Information Technology will install equipment upgrades as necessary.



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6. **Personal Use and Software** - Pursuant to California Government Code Section 85300 (Political Reform Act), political and campaign-related activities are strictly prohibited. Personal software may be installed provided such software is legally licensed to the user.

Board Members may request that Foothill Transit provide additional software applications to enhance the performance of their Foothill Transit-related activities. Such requests will be reviewed by the Director of Information Technology for system compatibility.

7. **System Maintenance and Repair** - Foothill Transit will provide full system hardware and software maintenance and repair, including all hardware and software configurations installed by Foothill Transit. Maintenance and/or repair costs related to personal hardware and/or software installations will be the responsibility of the user.
8. **Electronic Mail** - Upon request, Executive Board members will be provided with a Foothill Transit email account.
 - A. **Acceptable Use** - Acceptable use of email is to carry forward Foothill Transit business. All management staff and Board Members have access to email.
 - B. **Staff/Board Member Communications** - Email communication with Board Members shall be conducted through department directors, the Deputy Executive Director and the Executive Director only. Other Foothill Transit staff members with a need to communicate with a Board Member through email are to do so through their department director. Department directors are to copy all email correspondence addressed to Board Members to the Deputy Executive Director and the Executive Director. Board Members will direct all email requests or responses to the Executive Director and copy the appropriate department directors.
 - C. **Brown Act** - Email use must comply with the provisions of the Brown Act (e.g. no more than two Board Members can communicate regarding any public business outside of a legally posted open public meeting; seriatim communications to arrive at a consensus are not permitted). Examples of acceptable use of email include, but are not limited to, the distribution of information, meeting scheduling, and any individual communication with



Foothill Transit

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Foothill Transit staff providing it does not result in a polling of positions that are relayed to other Board Members.

- D. **Access to Messages** - All email users are to be aware that the network and/or email administrators have access to all email messages for system maintenance purposes. Foothill Transit's email system is not to be expected to offer privacy. Users should treat all email as potentially public within Foothill Transit's Local Area Network.

If disclosure is required under the California Public Records Act or otherwise by law (despite the designation of any message as "private"), Foothill Transit shall not in any way be liable or responsible for the disclosure of any email or any part thereof.

- E. **Storage and Retention of Electronic Messages** - All email messages are stored and archived on Foothill Transit servers as to Foothill Transit's retention policy. It is the responsibility of each computer user to clean out their own email messages at least once a week. Email messages will be deleted automatically by the email server.
- F. **Internet Email** - Foothill Transit will additionally assist Board Members with Internet email access. Messages to and from an external email service are not accessible by any Foothill Transit staff member and are not stored on Foothill Transit servers.



Foothill Transit

Executive Board Computer Policy Effective ~~March 28, 1997~~

General Policy:

Because members of the Executive Board do much of their Foothill Transit-related work at home, this policy has been enacted to provide them with a tool to enhance the performance of their Foothill Transit-related duties, ~~including, but not limited to, access to remote computer communication access through Foothill's networked electronic mail and public files, ECCO meeting software, word processing, and spreadsheet capabilities.~~

Provisions:

1. **Computer Equipment** - Foothill will provide Executive Board Members with either an iPad or laptop computer ~~equipment (Laptop computers shall have at the same capabilities as those issued to Department Directors. standardized level)~~ that meets system specifications necessary to communicate with Foothill's Local Area Network. The specifications will also include equipment to ensure printing and faxing capabilities. System specifications will be established by the Foothill Director of Management Information Systems and approved by the Foothill Executive Director. All Foothill-supplied equipment is the property of Foothill Transit and shall be accounted for in accordance with Foothill's Accounting Policies and Procedures.
2. ~~**Dedicated Phone Lines** - Dedicated phone lines will be provided in Board Members' homes for remote access purposes. Foothill will reimburse the Board Members for the cost of installation and monthly base service charges only.~~ **Communications Access** – Foothill Transit shall cover the monthly cost for data access via cellular communication network. Board members are encouraged to use WiFi networks when available. .
3. **Return or Reimbursement Agreement** - Each Board Member provided with equipment in accordance with this policy shall enter into a "Return or Reimbursement Agreement" with Foothill Transit (Attachment A-1).
4. **Depreciation Schedule** - Computer equipment provided in accordance with this policy shall be depreciated equally over a period of three years from its date of purchase (Attachment A-2).

5. **Upgrades to Foothill-owned Equipment** - No personal upgrades or modifications may be made to Foothill-owned equipment provided pursuant to this policy. The Foothill Director of MIS will install equipment upgrades as necessary ~~to ensure continuing compatibility with Foothill's Local Area Network.~~

6. **Personal Use and Software** - Pursuant to California Government Code Section 85300 (Political Reform Act), political and campaign-related activities are strictly prohibited. Personal software may be installed provided such software is legally licensed to the user ~~and does not alter the system configuration so as to hinder or render dysfunctional the Foothill installed and related software functions and/or equipment.~~

Board Members may request that Foothill provide additional software applications to enhance the performance of their Foothill-related activities. Such requests will be reviewed by the Foothill Director of MIS for system compatibility and business need ~~and will be tested for a minimum of one month prior to installation. Any new software or software upgrade approved based on such a request will be installed on each computer provided for use under this policy.~~

7. **System Maintenance and Repair** - Foothill will provide full system hardware and software maintenance and repair, including all hardware and software configurations installed by Foothill for Foothill-related activity. Maintenance and/or repair costs related to personal hardware and/or software installations will be the responsibility of the user.

8. **Electronic Mail** - ~~Electronic mail ("E-mail") is a computer software tool made available to Board Members to enhance communications and efficiency in job performance. Foothill's E-mail is a resource that is provided for the transmission of Foothill business and information. Upon request, Board members will be provided with a Foothill Transit email account.~~

- A. **Acceptable Use** - Acceptable use of E-mail is to carry forward Foothill business. All Foothill management staff and Board Members have access to E-mail.
- B. **Staff/Board Member Communications** - E-mail communication with Board Members shall be conducted through department directors, the Deputy Executive Director and the Executive Director only. Other Foothill staff members with a need to communicate with a Board Member through E-mail are to do so through their department director. Department directors are to copy all E-mail correspondence addressed to Board Members to the Deputy Executive Director and the Executive Director. Board Members will direct all E-mail requests or responses to the Executive Director and copy the appropriate department directors.
- C. **Brown Act** - E-mail use must comply with the provisions of the Brown Act (e.g. no more than two Board Members can communicate regarding any public business outside of a legally posted open public meeting; seriatim communications to arrive at a consensus are not permitted). Examples of acceptable use of E-mail include, but are not limited to, the distribution of information, meeting scheduling, and any individual communication with

Foothill staff providing it does not result in a polling of positions that are relayed to other Board Members.

- D. **Access to Messages** - All E-mail users are to be aware that the network and/or E-mail administrators have access to all E-mail messages for system maintenance purposes. Foothill's E-mail system is not to be expected to offer privacy. Users should treat all E-mail as potentially public within Foothill's Local Area Network.

If disclosure is required under the California Public Records Act or otherwise by law (despite the designation of any message as "private"), Foothill shall not in any way be liable or responsible for the disclosure of any E-mail or any part thereof.

- E. **Storage and Retention of Electronic Messages** - Electronic messages are not to be stored and are not backed up on Foothill's central computer system. It is the responsibility of each computer user to clean out their own E-mail messages at least once a week. E-mail messages will be deleted from the central computer system by an E-mail administrator.

- F. **Internet E-mail** - Foothill will additionally ~~provide~~^{assist} Board Members with Internet E-mail access. Messages to and from an external email service are not accessible by any Foothill Transit staff member and are not stored on Foothill Transit servers. ~~through a Foothill-selected access provider for the purposes of communicating with other agencies engaged in Foothill-related business.~~



Foothill Transit

Executive Board Computer Policy Effective August 29, 2014

Foothill Transit Foothill-Owned Computer Equipment Return or Reimbursement Agreement

I, _____, herein acknowledge taking possession of the equipment listed on the attached "Inventory and Depreciation Form." I understand that this equipment is the property of Foothill Transit and is provided for my use pursuant to the Foothill Transit Executive Board Member Computer Policy. I further agree that upon termination of my Executive Board service with Foothill Transit, I will either:

- Return the equipment to Foothill Transit in its entirety having removed any personal software installed and in the configuration established for Foothill Transit-related use; or
- At the option of Foothill Transit, make payment to Foothill Transit in an amount equal to the total value of the equipment at the time of said termination according to the attached "Inventory and Depreciation Form." The amounts shown apply on a calendar year basis, Year One representing the year of purchase.

Signature

Date



Foothill Transit

Executive Board Computer Policy Effective August 29, 2014

Foothill Transit Inventory and Depreciation Form

Board Member Name: _____

Equipment Inventory	Original Purchase Price	Year 1	Year 2	Year 3	Year 4+
Laptop Computer:					
iPad:					
Fax:					
Printer:					
Other:					
Other:					
Total Value:					

Signature

Date